

Republic of the Philippines  
Land Transportation Office, R.O. 8  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the LAND TRANSPORTATION OFFICE, R.O. 8 in the CSC website:

  
ROWENA G. DE GUZMAN  
HRMO III

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide VI (Clerk III)	OSEC-DOTrB-ADA6-754-2017	6	14,340.00	Completion of 2 years studies in college	None required	None required	CS Sub-Professional 1st level eligibility	Computer literate	Tacolban District Office
2	Administrative Aide IV (Clerk II)	OSEC-DOTrB-ADA4-488-2017	4	12,674.00	Completion of 2 years studies in college	None required	None required	CS Sub-Professional 1st level eligibility	Computer literate	Catbalogan District Office
					-x-x-x-x-x-nothing follows-x-x-x-x-x					

Date: October 16, 2018

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 31 October 2018

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**Note: Persons with disability are encouraged to apply.**  
Persons with different religion ethnicity or political affiliation may also apply.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROWENA G. DE GUZMAN  
HRMO III  
OLD ARMY ROAD, TACLOBAN CITY  
[ltoregionaloffice8@gmail.com](mailto:ltoregionaloffice8@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.